



## THE GEORGIA ARCHIVES

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### Records and Information Management Services

#### State Agency Specific Schedules For SOS-Archives & History

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Accession Records File	Documents relating to accessioning of material into the library	Retain for useful life		Transitory		74-354
Archives Division Director's Subject File	Documents relating to administering the Archives Division of the Department of Archives and History	1 year		Temporary-Short Term	Transfer to Archives for permanent retention	80-223
Archives Researcher Application Files	Documents relating to issuing research cards for admission to the Archives research areas	1965-1976, Permanent; 1977 to date, 4 years				73-65-A

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Archives Special Projects Files	Documents relating to the planning and implementation of special projects	2 years		Temporary-Short Term	Transfer to Archives for permanent retention	73-66
Biographical Index Card Files	Documents relating to a government service of officials subsequent to their submission of biographical questionnaires	Retain for useful life		Transitory		73-67
Biographical Questionnaire Files	Documents relating to the accumulation of biographic data on State officials for incorporation in the Official & Statistical Register	Retain for useful life		Transitory		73-68
Catalog of Books and Location Index Files	Documents relating to cataloging of material in the library	Retain for useful life		Transitory		74-355

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Charge-Out Records File	Documents relating to material charged-out to an individual or organization	Retain for useful life		Transitory		74-356
County Microfilm Program Case Files	Documents relating to microfilm program for Georgia county governments	15 years		Temporary-Long Term		76-321
County Microfilm Program Correspondence File	Documents relating to correspondence and billing information on microfilm operations for county governments	3 years		Temporary-Short Term	Transfer to Archives for permanent retention	76-322
County Records Inventory Form Files	Documents relating to inventorying county records for microfilming to enhance preservation and reference	Permanent		Permanent	Transfer to Archives for permanent retention	75-241

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
County Records Log Files	Documents relating to county record submitted for laminating, microfilming, and binding	Permanent		Permanent	Transfer to Archives for permanent retention	75-242
Director's Subject Files	Documents relating to Director's supervision of the operations of the Department	2 years		Temporary-Short Term	Transfer to Archives for permanent retention	73-63
Educational Services Audio Visual Statistic Card Files	Documents relating to audio-visual equipment and presentations borrowed from the Department of Archives and History	2 years		Temporary-Short Term		75-237
Educational Services Project Order Form Files	Documents relating to preparing exhibits, art work and photography for the Department of Archives and History	1 year		Temporary-Short Term		75-238

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Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Educational Services Tour Card Files	Documents relating to scheduling tours of the Department of Archives and History	2 years		Temporary-Short Term		75-239
Equipment and Supplies Requisition Files	Documents relating to the procurement of filing and microfilming equipment and supplies	2 years		Temporary-Short Term		75-144
Forms Functional Classification Files	Documents relating to forms control files that bring together forms serving a similar for possible combination	Retain for useful life		Transitory		75-142
Forms Management Report Files	Documents relating to preparing reports on forms management	2 years		Temporary-Short Term		75-140
Forms Number Register Files	Documents relating to assignment of form numbers	Retain for useful life		Transitory		75-143

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Forms Numeric History Files	Documents relating to background information on each form created	6 months		Temporary-Short Term		75-141
Genealogical Call Slip Files	Documents relating to materials requested by patrons for research	1 year		Temporary-Short Term		73-69
Gift Acquisition Files		Permanent		Permanent	Transfer to Archives for permanent retention	58
Gift Acquisition Files	Documents relating to the receipt of gifts from the public of private collections, artifacts, family and church records and other archival materials	1 year		Temporary-Short Term	Transfer to Archives for permanent retention	73-58

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Historical and Genealogical Inquiry Correspondence	Correspondence responding to written inquiries from researchers for information regarding history and genealogy	6 months		Temporary-Short Term		82-596-A
Historical Call Slip Files	Documents relating to materials requested by patrons for research	Retain in current files area				73-70
Historical Research Inquiry File	Documents relating to requesting historical information by patrons for research purposes	3 years		Temporary-Short Term		78-101
In/Out Log Microfilming Form Files	Documents relating to log of records coming into the microfilm lab for microfilming	5 years		Temporary-Short Term		76-345

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Local Government Records Acquisition Files	Documents relating to the acquisition of local governmental records for retention or for microfilming and return of the original to source	Retain in current files area				73-72
Microfilm Laboratory Quality Control Report Files	Documents relating to controlling and monitoring the quality of microfilm production	1 year		Temporary-Short Term		76-323
Microfilm Laboratory Retake Order Form Files	Documents relating to retaking illegible images of microfilm on rolls of film	1 year		Temporary-Short Term		76-324
Microfilm Laboratory Title Target Sheet Files	Documents relating to microfilming records	15 years		Temporary-Long Term		76-326



Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Microfilm Laboratory Weekly Microfilming Report Files	Documents relating to recording the amount of records filmed by each microfilm operator in the lab on a weekly basis	1 year		Temporary-Short Term		76-325
Microfilm Library Call Slip Form Files	Documents relating to requesting microfilm reels by patrons for research purposes	3 months		Temporary-Short Term		76-123
Microfilm Library Mail Inquiries and Photocopy Order Form Files	Documents relating to mail inquiries and photocopy orders relative to copies of microfilmed records requested	3 years		Temporary-Short Term		75-244
Microfilm Sales Files	Documents relating to selling copies of microfilm reels maintained by the Microfilm Library	5 years		Temporary-Short Term		73-73-A

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Microfilming Project Files	Documents relating to appraising proposed microfilming projects and controlling approval of projects	2 years		Temporary-Short Term	Transfer to Archives for permanent retention	75-145
Newspapers Containing Legal Advertisements	Documents relating to giving public notice, through newspaper advertisements, of official actions or as required by various laws	50 years	O.C.G.A. 15-6-74, 15-9-37(9), 15-16-12	Temporary-Long Term		84-3
Non-Governmental Accession Register Book (Log Book)	Documents relating to assigning accession numbers to all gifts of non-governmental records and documents received	Permanent		Permanent	Transfer to Archives for permanent retention	80-306

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Non-Governmental Accessions Case Files	Documents relating to receiving and processing non-governmental records routed to the Manuscripts Division	Permanent		Permanent	Transfer to Archives for permanent retention	80-307
Office of Indian Heritage Project File	Documents relating to organizing and conducting projects related to the Indian Heritage in Georgia	Permanent		Permanent	Transfer to Archives for permanent retention	81-122
Office of Indian Heritage Subject File	Documents relating to administering a Federal CETA Indian Manpower Grant, and providing the public with information about Georgia Indians	Permanent		Permanent	Transfer to Archives for permanent retention	81-121

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Preliminary Descriptive Inventory Files (Division-wide Common Standard)	Documents relating to informing staff, public and State agencies of Archives holdings of government records	Retain for useful life		Transitory		75-217
Public Officer's Oaths and Bonds		20 years		Temporary-Long Term		84-45
Public Records Section Accession Book Files	Documents relating to accessioning records into the Public Records Section	Permanent		Permanent	Transfer to Archives for permanent retention	75-212
Public Records Section Agency Accessions Files	Documents relating to processing records into the Public Records Section	Permanent		Permanent	Transfer to Archives for permanent retention	75-213

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Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Public Records Section Reference Request Files	Documents relating to servicing records charged out by agencies from the Public Records Section	Temporary withdrawals, 5 years; Permanent withdrawals, Permanent				75-214
Public Records Section Subject Files	Documents relating to supervising the operations of the public Records Section	4 years		Temporary-Short Term		75-216
Records Center Accession Log Book Files	Documents relating to accessioning records into the State Records Center	5 years		Temporary-Short Term	Transfer to Archives for permanent retention	75-105
Records Center Operations Files	Documents relating to daily operation of the Records Center and its missions	10 years		Temporary-Short Term		80-240
Records Holding Reporting Files	Documents used in preparation of the records holding report by the State Records Center	5 years		Temporary-Short Term	Transfer to Archives for permanent retention	73-75

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Records Management Agency Files	Documents relating to coordinating, supervising, and offering assistance to agencies in conducting Records Management Programs	Permanent		Permanent	Transfer to Archives for permanent retention	80-224
Records Management Annual Report	Documents relating to preparing annual reports of records management activities	Final Report, 5 years; Working Papers, 2 years		Temporary-Short Term	Transfer to Archives for permanent retention	75-146
Records Management Program Progress Report Files	Documents relating to inputs from State agencies of records holdings, documents destroyed, and documents transferred to State Records Center or Archives	Permanent		Permanent	Transfer to Archives for permanent retention	73-151

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Records Retention Schedule Exception Files	Documents relating to authorizing exceptions to records disposition standards	Retain for useful life		Transitory		75-147
Records Retention Schedule Files	Documents relating to writing, recommending, reviewing, amending, and recommending for approval and submitting to the State Records Committee applications for retention	Permanent		Permanent	Transfer to Archives for permanent retention	73-74-A
Reference Request Files	Documents relating to servicing records charged-out by State Agencies from the State Records Center	Temporary Charge-Outs, 1 year; Permanent Charge-Outs, 50 years				75-181

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Reference Services Section "Reference Request" forms	Documents relating to requesting information from genealogical folders in vertical file cabinets in Search Room by patrons for research purposes	10 years		Temporary-Short Term		76-128-A
Remittance Forms and Receipts	Documents relating to recording and accounting for monies received by sections of the Archives from patrons for goods received	3 years		Temporary-Short Term		82-550
Request for Records Destruction Form Files	Documents relating to authorizing destruction of records	10 years		Temporary-Short Term		75-91-A



Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Researchers and Visitors Registration Logs	Documents relating to lists of visitors, researchers, and guests entering the Department of Archives and History	Permanent		Permanent	Transfer to Archives for permanent retention	75-187
Restoration Section Log Book Files	Documents relating to valuable documents, books, maps, newspapers, etc., submitted to the Restoration Section for restorative treatment	Permanent		Permanent	Transfer to Archives for permanent retention	75-223
Restoration Section Subject Files	Documents relating to supervising the operations of the Restoration Section	15 years		Temporary-Long Term		75-222

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Restoration Section Work Form Files	Documents relating to restoring valuable documents, books, maps, newspapers, etc. in the Restoration Section	15 years		Temporary-Long Term		75-224
Simple Contract File	Documents relating to procurement by simple contract of goods, equipment and services	5 years		Temporary-Short Term		73-38
State Records Center Inventory Files	Documents relating to receiving, storing, and disposing of State records by the Records Center	1 year		Temporary-Short Term		73-76-A
State Records Center Key Register Form Files	Documents relating to assigning responsibility for and indentifying the various keys used in the daily operations	2 years		Temporary Short Term		76-11

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Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
State Records Center Records Destruction Notices and Certificates	Documents relating to destroying records held in State Records Center	10 years		Temporary-Short Term		75-282-A
State Records Management Officer's Subject Files	Documents relating to developing and issuing rules and regulations, policies, statistical data, curriculum data, new programs, vendor contracts	Permanent		Permanent	Transfer to Archives for permanent retention	79-41
Statewide Common Standard for Minutes	Documents relating to the holding of meetings and recording of proceedings of meetings of boards, commissions, councils, and committees	Permanent		Permanent	Transfer to Archives for permanent retention	73-110

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Temporary Employee Files	Documents relating to temporary employees of the Department	5 years		Temporary-Short Term		73-77
Uniform Traffic Citation, Summons, and Accusation Files (Statewide Common Standard)	Documents relating to individuals charged with the disobedience of a state or local traffic law while operating a motor vehicle on the public streets and thoroughfares of the State of Georgia	2 years		Temporary-Short Term		74-340
Vehicle Records File (Statewide Common Schedule)	Documents relating to vehicles owned by Agencies	1 year		Temporary-Short Term		76-12

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Workers Compensation Claim Case Files	Documents relating to collecting and reporting to D.O.A.S. information related to on-the-job accidents and/or job related disabilities	2 years		Temporary-Short Term		82-1